



ENVIRONMENTAL SERVICES ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To manage and coordinate the activities of the City's water testing laboratory and household products collection center; to plan, organize and supervise operations including industrial wastewater inspection, cross connection control, and stormwater inspections within the Water Utilities Department; to ensure compliance with Federal, State and local requirements; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Water Utilities Manager or from other supervisory or management staff.

Exercises direct supervision over professional and technical laboratory staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of staff involved in industrial waste inspection/sampling, water quality laboratory, cross connection control, household waste, and stormwater inspection.
- Participate in section budget preparation and administration; prepare cost estimates for budget recommendations; forecast additional funds needed for staffing, equipment, materials, and supplies; submit justifications for program expenditures; monitor and control expenditures.

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- Participate in recommending the appointment of personnel; provide or coordinate staff training; evaluate employees to recognize full or exceptional performance, or to correct deficiencies; implement disciplinary procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Coordinate laboratory and industrial wastewater activities with other City divisions and departments, outside agencies, environmental organizations, and the public.
- Provide technical and administrative assistance to the Water Utilities Department.
- Maintain records, interpret results and prepare reports.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for industrial wastewater programs such as cross connection inspection control program, closed circuit inspection of sewers, and odor control; implement policies and procedures.
- Maintain databases of industrial wastewater treatment records including monitoring chemical, metal or toxic waste discharge in sanitary sewers.
- Train personnel on industrial wastewater treatment procedures and proper sampling techniques and methods of handling hazardous wastes, electroplating, metal finishing and semiconductor manufacturing as related to industrial waste management.
- Prepare a variety of reports including sewer fees and payroll records.
- Prepare written reports detailing pretreatment activities for Federal and State agencies.
- Supervise lab analysis of industrial waste discharges.
- Monitor construction of meter stations including installation of flow meter equipment.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related

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experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in chemical or bacteriological analyses and/or administering activities related to environmental protection programs, including one year of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, engineering, environmental science, bacteriology, biology or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6402

Salary Range: 47

FLSA: Exempt